

# **Cornwall Public Library Board Meeting**

## **Wednesday, March 26, 2025**

### **Members Present:**

**In-person:** Gabrielle Fecteau (Vice-chair), Lindsay Below,  
Chantal Tranchemontagne, Carol Boileau

Stephanie McMartin – CEO

Pierre Dufour – Manager, Recording secretary

**Virtually:** Ryan MacKay, Saima Naqvi, Jennifer Jarvis (chair)

**Regrets:** Carilyn Hébert

### **1. Call to Order**

The meeting was called to order at 4:47 p.m.

#### **a) Land Acknowledgement:**

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunee Peoples, specifically the Kanien'keha:ka (Mohawk).

#### **b) Declarations of conflict of interest:** None declared

#### **c) Additions/Deletions/Approval of the Agenda:**

An item was added by Gabrielle in New business 4b), to discuss future planning.

**2025-10** Motion to approve the agenda as amended: Moved by Lindsay Below, seconded by Carol Boileau. **Motion carried.**

### **2. Consent Items**

#### **a) Minutes of February 26, 2025**

**2025-11** Motion to approve the minutes of February 2025 moved by Lindsay Below and seconded by Gabrielle Fecteau.

**Motion carried.**

b) **Financial report of February 2025**

**2025-12** Moved to accept the report by Lindsay Below, Seconded by Gabrielle Fecteau.

**Motion carried.**

3. **Communication/Reports**

a) **Library Activities Report**

Stephanie McMartin presented updates on the following items:

- The annual audit will begin shortly, with a report expected to be delivered in mid to late summer.
- The repairs to the front entrance are set to resume, with an expected completion date of mid-May.
- A tender for the removal of asbestos from the basement of the library is currently in progress. The project is expected to span four years.
- The refurbishment of the passenger elevator is scheduled for this year, likely in the fall. The scope of work is expected to be less extensive than that of the freight elevator project. Plans are currently being developed to aid individuals in using the freight elevator while the passenger elevator is out of service.
- The OLA board memberships have been renewed.  
\*\*Procurement Policy:\*\* Although the policy does not explicitly say that we exclusively source materials or services from Canada, this has been our preferred approach. We prioritize obtaining materials and services from Canadian suppliers, resorting to alternative sources only when no practical options are available.

Pierre presented a summary of highlights from our February events and programming, which include, but are not limited to, Family Day and Black History Month.

- We partnered with APHIRVP to advance health initiatives and hosted Black History Month crafts for children that honored Black heroes through the art of silhouette creation. Additionally, we collaborated with Cornwall Community Police to facilitate BHM activities and discussions. We also joined forces with ACIAEO to organize a BHM movie screening.

### **Other Activities:**

- We organized seven engaging activities for families on Family Day. We hosted two separate author visits featuring Angela Ciurleo and Patricia O'Hara. Additionally, we have an ongoing Teen Gaming Competition, which offers an exciting opportunity for youth participation. Furthermore, Conversation Circles are available, providing platforms for dialogue in both French and English.

#### **4. New Business**

##### **a) Code of Conduct Policy - In Camera**

Pursuant to the Cornwall Public Library Board of Directors Bylaw-4 and PLA 16.1(4)(b), personal matters about an identifiable individual.

**2025-13** Motion to move in camera at 5:19 p.m.: Moved by Lindsay Below, seconded by Ryan McKay. **Motion carried.**

**2025-14** Motion to move out of camera: Moved by Ryan McKay, seconded by Chantal Tranchemontagne. **Motion carried.**

##### **b) Future Planning**

**2025-15** Motion to defer: Moved by Gabrielle Fecteau, seconded by Chantal Tranchemontagne. **Motion carried.**

#### **5. Business Arising**

None brought forward.

#### **6. Round table**

Carol Boileau brought forward spring events happening throughout the city April and beyond.

**7. Next meeting:** April 23, 2025

**8. Adjournment:** 6:17 p.m.